DRAFT

OPNAV INSTRUCTION 3104.XX

From: Chief of Naval Operations

To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: NAVAL VISUAL INFORMATION (VI) MANAGEMENT

Ref: (a) SECNAVINST 3104.XX (NOTAL)

(b) OPNAVINST 3104.XX (NOTAL)

(c) OPNAVINST 4000.84 (NOTAL)

(d) OPNAVINST 4860.7B (NOTAL)

(e) SECNAVINST 5212.5C

(f) OPNAVINST 5430.48B (NOTAL)

Encl: (1) Navy Visual Information Management Manual

- 1. Purpose. To implement references (a) and (b), provide policy guidance and assign responsibilities for Naval VI Management. This is a new instruction and should be read in its entirety.
- 2. Background. In 1984, the Naval Audiovisual Activities Program (NAVAP) was established with the goal of centralizing management, functions and support of Navy audiovisual activities as directed by Presidential management initiatives. This directive replaces Chapter (1) of the former OPNAVINST 5290.1A.
- 3. Applicability and Scope. This instruction applies to all Navy activities. The scope of Naval Visual Information Management includes still and motion imagery, audio, graphic arts, visual aids, models, displays, visual presentation services, and the processes and resources that support them, and encompasses the Department of Defense (DoD) term "Visual Information (VI)." Emphasis is placed on controlling proliferation of facilities, equipment, manpower, products, productions and services.
- 4. Definitions. See Appendix A.

5. Policy

a. A VI management office (VIMO) shall be maintained at the management headquarters level of each Major Claimant.

b. Visual Information activities shall:

- (1) Be authorized and managed under this instruction. They may be authorized for dedicated support to a particular activity or organization only if it is established clearly that an existing VI activity is not able to provide the needed support.
- (2) Be consolidated into as few activities as possible within each installation or metropolitan area. Where physical consolidation is not feasible or economical, these activities shall be managed centrally.
- (3) Be operated in the most cost-effective manner, and support all Department of Defense (DoD) organizations within a geographic area. Interservice, interdepartmental and interagency support shall be handled per reference (c). Such support may include VI documentation (VIDOC), production, product procurement, reproduction, records centers operations, and services when the end result increases overall effectiveness or economy. Identifiable net additional costs for VI interservice, interdepartmental and interagency services shall be accomplished on a reimbursable basis except for Joint Visual Information Service (JVIS) booking, distribution and records center research.
- (4) Recover the full cost of such VI support per appropriate Comptroller of the Navy (NAVCOMPT) issuance's, if industrially funded.
- (5) Support non-U.S. Government requests, where possible, on a reimbursable basis.
- (6) Be defined as Commercial Activities (CA) except for combat and combat support elements, per reference (d). Curtailment of commercial activities is proper to reestablish combat and combat support elements or rotational positions for support of Joint Staff war plans.
- **c.** Visual Information resources shall be maintained to provide:
- (1) Rapid deployment Combat Camera (COMCAM) teams to support military operations and emergencies, including documentation of force deployments and activities before, during, and after military engagements. COMCAM records are an important and often the only source of operational and technical information

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for decision making at all levels, historical documentation, public affairs and other purposes in the Navy mission.

- (2) General purpose VI support that meets Navy requirements for VI documentation, production, distribution, records centers, and installation-level support.
- (3) Dedicated VI support of such activities as medical, intelligence, and research, development, test, and evaluation (RDT&E).
- (4) A training capability and career progression for Navy VI personnel.
- (5) The military personnel required to support afloat and overseas commitments on a rotational basis.
- **d.** Visual Information resources, facilities and production requirements common to other DoD components shall be coordinated to ensure optimum use.
- **e.** Defense Visual Information Center at March Air Force Base, California IAW reference (e) and DoD VI product distribution centers shall be supported and utilized.
- **f.** Navy commands shall separately budget and account for VI support, by following instructions issued by NAVCOMPT and the Navy Accounting and Finance Center.

6. Responsibilities

a. Chief of Naval Operations (CNO).

- (1) The Special Assistant for Public Affairs Support (N09C). Serves as the senior Navy representative for VI activities; provides program policy, guidance, direction, planning and assessment for Navy VI; plans and programs for resources to fulfill these responsibilities and requirements; and serves as the primary advisor for the Photographer's Mate (PH) rating. (See reference (f)).
- (2) Assistant for Navy Visual Information (N09C4). Advises and assists N09C in implementing the plans and policies for, and evaluating the effectiveness of Naval Visual Information Management. (See reference (f)).

b. Major Claimants. Each major claimant shall:

- (1) Maintain a VIMO to be responsible for all VI matters and implement all VI policy and procedures issued by N09C4.
- (2) Ensure a VIMO is maintained at subordinate commands and activities to administer and manage VI within the command.
- (3) Recommend the establishment or deactivation of VI activities.
- (4) Ensure proper and effective use of VI resources through annual reviews and periodic on-site inspections.
- c. Staff VI Officers, Managers and Coordinators. (See enclosure (1)).

7. The Role of Naval Visual Information (VI).

- a. The role of Naval VI is to provide support, through photographic, electronic and electro-optical means, to the Navy for the attainment of naval and national objectives. The role of Naval VI translates into the following primary VI activity missions and functions:
- (1) Visual Information Documentation (VIDOC) which includes COMCAM Documentation, Operational Documentation (OPDOC), Technical Documentation (TECDOC) and subfunctions using video, motion picture, still photographic, audio and other VI systems;
- (2) Audiovisual (AV) production in support of Navy operations, training and other functions;
 - (3) Support of DoD VI Records Centers;
- (4) Ship/Shore VI Activities which include: video, still photographic laboratory, graphics (including computer graphics for VI purposes), VI library, presentation services, and other VI services needed at base level;
- (5) Dedicated VI mission functions in support of specific Navy mission requirements including video teleconferencing (VTC), interactive video disc (IVD) and other visually based systems.
- 8. Priorities. Guidelines for the management of VI resources must emphasize full combat and warfare-related operational documentation over all other VI support services. Relative

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priorities for providing VI services are to be utilized where budget, manpower or equipment/facility limitations preclude allocation of resources to meet all mission requirements.

9. Exclusions

- **a.** The following types and uses of VI are excluded from all provisions of this instruction:
- (1) Photomechanical reproduction, cartography, medical diagnostic imagery, microfilm and microfiche production.
- (2) Command and control information displayed in conjunction with weapon systems.
- (3) Acquisition of original imagery collected exclusively for surveillance, reconnaissance, intelligence only when acquired by a dedicated reconnaissance or surveillance platform. Equipment integrated into a dedicated reconnaissance collecting platform is also excluded. This exclusion does not include the processing, exploitation, and further reproduction support of these images.
- (4) Productions on the technical, procedural, or management aspects of Navy and DoD cryptography operations.
- (5) Facilities, services, products and equipment operated, procured, or maintained by the Naval Media Center for Armed Forces Radio and Television Service (AFRTS) affiliates and "Navy and Marine Corps News This Week".
- (6) Commercial entertainment productions and equipment acquired and distributed by the Navy Motion Picture Service.
- (7) Individual VI activities and their equipment, products, and services when funded by research, development, test and evaluation (RDT&E) organizations and used solely to support research missions.
- **b.** If VI products excluded in subsections 9a(1) through 9a(4) are used in generating a subsequent VI product such products shall be subject to all provisions of this instruction. VI products excluded from the provisions of this instruction are not excluded from forwarding records in accordance with reference (e).

- **c.** Further VI equipment items excluded are covered in OPAVINST 3104.XX VI Equipment Management.
- 11. Action. All Navy activities shall immediately implement this instruction.
- 12. Reports and Forms. See Appendix B of enclosure (1).

Assistant Vice Chief of Naval Operations

Distribution:

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NAVY VISUAL INFORMATION MANAGEMENT MANUAL

SECTION A - VI ACTIVITIES

1. Types of Navy VI Activities. All Navy VI activities must meet specific requirements and are categorized according to Table 1-1. In specific cases, VI activities may be authorized detachments to provide specialized support.

2. Approval of VI Activity Establishment, Disestablishment, Expansion or Modification.

- a. Requests for establishing or modifying VI activities must be supported by a published VI mission and function statement, manpower documentation reflecting professional VI series personnel (See paragraph 6.), a completed Navy Visual Information Activity Request/Authorization, OPNAV 5290/3 (available from N09C4), and a proposed VI Equipment and Material Allowance List. Criteria for approval of afloat activities shall be based on designs and modifications that have been approved and coordinated by the Commander, Naval Sea Systems Command (COMNAVSEASYSCOM). All requests must be endorsed by the VIMO and forwarded to N09C4 for approval.
- **b.** Establishment (New Starts), or expansion of VI activities must be approved by the Assistant Secretary of Defense (Public Affairs) (ASD(PA)) or N443 in coordination with N09C4 when conditions meet the criteria set forth in reference (d).
- c. VI activities and their associated reporting requirements, can be disestablished by notifying N09C4 in writing, via the appropriate Visual Information Management Office (VIMO), when the conditions below exist. Requests for disestablishment must contain documentation of disposition of professional VI series manpower and associated VI equipment and if applicable, assignment of former VI missions and functions to other VI activities.
- (1) The activity or one of its functions is no longer required and has VI resources assigned to it.

- (2) The VI activity will be consolidated with other VI activities; or
- (3) The VI activity is not considered to be cost effective.

3. Identification of Authorized Activities by Department of Defense Visual Information Authorization Number (DVIAN)

- **a.** In accordance with DODD 5040.2, a Defense Visual Information Activity Number (DVIAN) is assigned by N09C4 to identify each authorized Navy VI activity. Official correspondence regarding VI activities and their supporting VI equipment should refer to the assigned DVIAN. Navy DVIAN's are composed of five digits as follows:
 - (1) The letter N, to signify Navy;
- (2) A four-position code to identify an individual Navy VI activity. An example of a DVIAN is N0123.

4. Copying Material Subject To Copyright Protection

- a. Copyright and Copyright Infringement. As a general rule, works subject to copyright protection may not be copied without permission of the copyright owner. For example, literary, musical, graphic, pictorial and audiovisual works of authorship as well as motion pictures and sound recordings are subject to copyright. Unauthorized copying of works subject to copyright protection is a copyright infringement unless express written permission from the copyright holder has been obtained, relief has been granted IAW SECNAVINST 5870.5 or the work is otherwise covered under "Fair Use" Title 17, United States Code 107 through 112.
- b. Fair Use. Section 107 of the Copyright Act of 1976 "Fair Use" allows, with some provisions, the reproduction of copyrighted work for such purposes as news reporting, scholarship, research, teaching (class room use) or criticism. When applying "Fair Use" consideration must be given to determining whether or not a particular use is fair, the purpose and character of the use including whether such use is of

commercial nature or is for nonprofit educational purposes, the nature of the copyrighted work, the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and the effect of the use upon the potential market for or value of the copyrighted work. It is important to note that the distinction between "fair use" and infringement is not easily defined and there is no specific number of words, lines, or notes that may safely be taken without permission. "Fair Use" may safely be applied to the following VI functions or uses provided that the materials are not incorporated into an AV/VI Production, reproduced for distribution, or are incorporated into permanent or repetitive publications, briefings, technical reports, or course/class room curricula.

- (1) Immediate requirements supporting current operations, contingencies, intelligence, command and control/management information center or CVIC briefings.
- (2) Short term (generally not to exceed 45 days) evaluation for formal training courses or class room environments authorized in official guidance issuance's.
- c. Copyright Advice. It can not be over emphasized that copyright infringement is a serious matter and can result significant cost and or embarrassment to the Navy. The Chief of Naval Research, Intellectual Property Council is the Navy Official for copyright issues. Questions as to whether a particular work is protected by copyright, or whether a particular use would be infringement, must be addressed to this office as prescribed in the Secretary of the Navy guidance referenced in paragraph a., above.

5. Use of VI Facilities, Equipment and Material

a. Navy VI equipment, acquired through the appropriated fund process, may not be used for the reproduction, duplication or play back of media subject to copyright, unless the copyrighted material meets the criteria specified in paragraph 4 above.

- **b.** VI professional equipment may not be provided to, or used by, non-VI activities or personnel. Professional VI equipment is equipment whose characteristics conform to technical and occupational standards which relate to professional VI skills requiring a high degree of training (See SECTION B, Paragraph 6.). This policy does not apply to:
- (1) Fleet operational aviation, surface and subsurface units directed to collect intelligence information with portable equipment (i.e., 35mm cameras, still video cameras, etc.);
- (2) Specific non-professional consumer type VI equipment such as 35mm film based photographic camera systems costing less than \$1,000, overhead/slide/filmstrip/motion picture projection equipment; audio/video recorder/players; video cameras and camera-recorder (CAMCORDER) systems; and digital photographic cameras costing less than \$5,000; digital photographic printers; and video projectors/systems costing less then \$10,000;
- (3) Non-VI activities and personnel that receive certified VI training from local VI activities. This type of training will be conducted on a case-by-case basis and as manning permits for purposes and personnel such as command historians, shipboard Cruise Book staff, shorebased Admirals Book staff and official photographers."
- **c.** Navy VI personnel who are performing official duties shall not create VI products for personal use or for purposes not directly related to official Navy tasks.
- **d.** All VI products created or processed by Naval personnel with government equipment or supplies (i.e., still or motion media cameras, processing equipment and materials, film, magnetic tape, illustration materials.) are considered Navy property.
- **e.** Repair or maintenance of equipment acquired to support non-appropriated fund activities, or equipment not wholly owned by the U.S. Government is prohibited.
- **f.** Official Navy VI equipment and material may not be used beyond the confines of a naval vessel, unit, activity, or station for other than official assignments. The VI manager may schedule and approve in-rate training programs which allow the use of

official Navy VI equipment beyond the confines of a naval vessel, unit, activity, or station and will be considered official assignments.

SECTION B - VI PERSONNEL

6. General. Professional VI personnel are defined as Imaging Management Officer (LDO-647X), Photographer's Mates (PH), Journalists (JO), Illustrator-Draftsman (DM), Hospital Corpsman (HM (NEC 8472 only)), their designated strikers, and civilian personnel working within the General Schedule (GS) series which has a VI emphasis (primarily the Information and Arts Group, GS-1000 series as designated by X118). Non-professional VI personnel are defined as VIMO's, public affairs officers, and other personnel designated by the VIMO. The Catalog of Navy Training Courses (CANTRAC), NAVEDTRA 10500, provides complete military rate training course information.

7. Assignment of VI Personnel

- a. Photographers Mate (PH) personnel shall normally be assigned to authorized Navy VI activities such as the Fleet Imaging Commands (FLTIMAGCOM) or shipboard photo labs. PH's assigned to specialized functions within a non-VI activity shall, during inactive or stand-down periods, be assigned on temporary duty or special detail to the FLTIMAGCOM activity or shipboard lab where they are based. The following exceptions are authorized:
- (1) PH personnel assigned to TARPs squadrons who are in direct support to maintenance of TARPs Pods. When deployed, F-14 TARPs squadrons will assign at least one PH, holding NEC 8133 (EH-38 Quality Control Technician), to the CV(N) Photo Lab. When not deployed, F-14 TARPs squadrons will assign at least one PH, holding NEC 8133 to the host base's Fleet Imaging Command (FIC) VI Activity.
- (2) PH personnel assigned to P-3 squadrons who are filling valid NEC-8288 air crew billets. Other PH personnel will be assigned to the host base's Fleet Imaging Command VI activity both at the squadron's home port and deployed.

- (3) PH's assigned to Aircraft Operations Detachments (A/C Op Dets) and Sea Operations Detachments (Sea Op Dets) will be assigned to host base's Fleet Imaging Command VI activity when not deployed.
- (4) Personnel of Naval Media Center, Washington, DC, (NAVMEDIACEN), Fleet Imaging Command, Atlantic (FLTIMAGCOMLANT), and Fleet Imaging Command, Pacific (FLTIMAGCOMPAC) in TAD status, when ordered to naval organizations or embarked in naval vessels, have specific VI assignments to accomplish. These personnel will coordinate with the local VI activity and not be assigned other military duties that will interfere with the accomplishment of their primary mission.
- **b.** Naval Reserve VI personnel shall be assigned to the appropriate Naval Reserve unit, naval vessel, or station VI activity which can effectively train the individual for an assigned mobilization billet. Program managers and assistants shall coordinate with gaining mobilization activities and their detachments to develop and implement ongoing training programs.
- c. When a ship or a mobile construction battalion is temporarily not operating their VI activity, the ship or battalion shall assign sufficient PH's to the local VI activity providing support on temporary duty to enable that activity to fulfill the additional VI requirements.
- **d.** Exception. Paragraph 7., does not pertain to Photographer's Mates released by the Photographic Detailer for special duty assignments (i.e., recruiting duty, recruit company commander, instructor duty, etc).

8. Staff VI Officers and VI Managers

a. The Staff VI Officer. These officers provide technical advice and assistance on all VI matters to commanders, staffs and subordinate units. Specifically, Staff VI Officers are designated at the command level to fulfill the duties outlined in paragraph 6., b., of the basic instruction, as well as those listed below:

- (1) Advise the commander, staff and subordinate units on the capabilities of VI activities;
- (2) Ensure operational readiness of subordinate VI activities and take action to correct deficiencies;
- (3) Provide technical assistance for administrative and material inspections of subordinate VI activities;
- (4) Revise appropriate sections of inspection requirements to ensure that operational readiness inspections measure the responsiveness of VI activities;
- (5) Develop, review and maintain the COMCAM Annex to operational orders and exercise plans;
- (6) Recommend changes to the VI allowance of subordinate units to enhance operational readiness;
- (7) Recommend changes for training of VI personnel to meet requirements;
- (8) Review the efficiency and productivity of subordinate activities and recommend establishment, consolidation or deactivation;
- (9) Review VI personnel allowances of subordinate units and recommend appropriate changes;
- (10) Maintain liaison with staff intelligence, reconnaissance and public affairs officers to ensure that subordinate VI activities and units are responsive to their needs;
- (11) Keep informed of and brief commanders and staff about new equipment and its effect on readiness and operations.
- **b.** The VI Manager. The VI manager administers and operates VI activities ashore and afloat and is designated by the officer in command. VI managers:

- (1) Plan, program and budget for the operation and maintenance of VI activities;
- (2) Advise the officer in command of the capabilities of VI personnel on board and the status of VI equipment;
- (3) Review and recommend changes to personnel and equipment allowances and recommend appropriate changes;
- (4) Provide VI documentation, products, productions and services to support the Naval Visual Information Program (NAVIP);
- (5) Maintain quality standards for all VI products and productions;
- (6) Stock adequate material and maintain VI equipment within established allowances;
- (7) Maintain custody of and account for VI equipment and supplies;
- (8) Assign priorities to VI requests in accordance with paragraph 8. of the basic instruction;
- (9) Train VI personnel in the latest VI developments, techniques and equipment;
- (10) Maintain liaison with public affairs and intelligence officers for VI matters;
- (11) Ensure that VI resources are used only for essential official work and training of dedicated/authorized VI personnel;
- (12) Coordinate and provide local VI support to reconnaissance, surveillance, intelligence and RDT&E efforts;
- (13) Ensure that copyrighted VI products or productions are not duplicated without proper authority; and
- (14) Ensure that VI activities are limited to authorized and lawful purposes.

SECTION C - TRAINING

9. Training.

- a. Formal Training. The Chief of Naval Operations (N09C4) recommends policy and extent of all formal training in the Visual Information (VI) community and coordinates that policy and Navyspecific requirements with the Training Directorate of the American Forces Information Service, a DoD Field Activity under the Assistant Secretary of Defense (Public Affairs) which has oversight and the functional control of the Defense Information School. The school provides entry level and advanced training in public affairs, journalism, visual information, photojournalism, broadcasting, broadcast systems maintenance, video production, graphics, electronic imaging, and visual information management. Instruction is provided to officers, enlisted personnel, and civilian employees of all branches of the armed forces to prepare them for worldwide assignments within The Department of Defense.
- b. Detailed Course Information. Detailed information concerning quotas, qualifications, length of course, location information can be found in the Catalog of Navy Training Courses (CANTRAC) on the World Wide Web at www.cnet.navy.mil. Additional information may be found on the on the DINFOS World Wide Web site at www.dinfos.osd.mil or on the DPHSCH World Wide Web site at www.dphsch.osd.mil. Quotas and class convening dates may be obtained by contacting the Chief of Naval Education and Training, Quota Control at DSN: 922-3684. The following courses are currently offered:

Basic Journalist Course (AFIS-BJC)
Basic Broadcaster Course (AFIS-BBC)
Advanced Electronic Journalism Course (AFIS-AEJC)
Intermediate Photojournalism Course (AFIS-IPC)
Video Production/Documentation Course (AFIS-VPDC)
Electronic Journalism Course (AFIS-EJC)
Electronic Imaging Course (AFIS-EIC)
Visual Information Management Course (AFIS-VIM)
Basic Television Equipment Maintenance Course (AFIS-BTVEM)
Television Systems Maintenance Course (AFIS-TSM)
Basic Still Photography (AFIS-BSP)

Photographic Processor Maintenance and Quality Control (AFIS-PPMQC)
Photographic Maintenance Technician (AFIS-PMT)

- c. Advanced Motion Media and Photojournalism Contract Training Courses. Advanced and highly specialized university level education programs in Motion Media and Photojournalism, are available to highly motivated and technically proficient Journalists and Photographer's Mates. Both courses are contracted for by American Forces Information Service at a civilian university and provide selected students with two semesters of study. Students are selected through a competitive application process which begins with submission of portfolios and applications to the Chief of Naval Operations (N09C4) via their chain of command. Applicants should consult their Command Career Counselor, Educational Services Officer, prior graduates and their Detailer when considering these programs.
- d. Informal Training. Visual Information (VI) managers will supervise the training and qualification of assigned military VI personnel in the use of all equipment, materials and workstations within their activity. Generalized training should be based on the ratings' occupational standards in NAVPERS 18068 and the advancement exam's bibliography NAVEDTRA 10052.

SECTION D - VI ACTIVITY DOCUMENTATION AND REPORTING

- 1. Annual Activity Reporting. The requirement for the Annual Activity Report (DD 2054/1) and the Audiovisual Annual Production/library Report (DD 2054/2) has been rescinded by American Forces Information Service. These reports have been the source of VI budget, manpower, organizational and facilities data used by OPNAV and Navy Echelon II management headquarters for VI planning and program management. Major Claimant VI Managers must ensure that sufficient management data is maintained to support the planning and programming requirements outlined in Office of Management and Budget (OMB) Circular NO. A-130, Navy Comptroller Manual and the Navy Programming Manual.
- 2. Documentation of Navy VI Activities (Navy VI Activity Profile Questionnaire). The Defense Automated VI System (DAVIS) VI Facilities database has been replaced by the Defense VI Center (DVIC) World Wide Web Facilities/Contracts site. The new web

site will serve as an on-line resource for DoD as well as Navy VI activity information. Navy VI activities wishing to list their activity information on this web site must forward a completed Navy VI Activity Profile Questionnaire (See Appendix B) to the Chief of Naval Operations (CNO (N09C4)) via their Major Claimant VI Management Office (MCVIMO). CNO (N09C4) will enter the appropriate information on to the DVIC world wide web site. Activity information can be viewed by accessing the DVIC Home Page at http://www.dodmedia.osd.mil/dvic and selecting the Facilities/Contracts Button.

TYPES OF NAVY VI ACTIVITIES

TYPE	VI FUNCTION	DESCRIPTION	APPROVAL LEVEL
A	VI SUPPORT CENTER (VISC)	Provides support services to all organizations on an installation or within a defined geographical area. It may include motion picture, still photography, television and audio recording for non production documentary purposes; graphic arts; VI library services; presentation services; and VI equipment maintenance.	N09C4
В	VI Production (Category 1)	Includes production, reproduction and distribution of Category 1 VI productions.	N09C4
С	VI Production (Category 2)	Includes all functions of Type "B" activities plus production and reproduction of Categories 1 & 2 VI productions.	N09C4
D	VI Production (Category 3)	Includes all functions of Type "C" activities plus production and reproduction of Categories 1, 2 & 3 VI productions.	N09C4
E	VI Records Centers	Central control and storage facility for VI products. (Naval Media Center Only)	ASD(PA)
F	Combat Camera (COMCAM)	VI Documentation (VIDOC) covering air, sea and ground actions of combat, combat support operations and related peacetime training activities. (CINCLANTFLT & CINCPACFLT COMCAM ONLY)	N09C4
G	Technical Documentati on (TECHDOC)	VI Documentation (VIDOC) of actual events for evaluation. Includes intelligence, medical, and other documentation, optical instrumentation and armament recording.	N09C4
H	Broadcastin	Includes cable, community antenna,	N09C4

	g	closed -circuit, and other radio and	
		television broadcast services.	
		(Except Broadcast & Cable Activities	
		Governed By OPNAVINST 5450.195A)	
I	Video	Use of electronic media for audio and	N09C4
	Teleconfere	visual interaction between two or more	
	ncing	locations.	
	&Teletraini	(Except VTC Governed By OPNAVINST	
	ng	2015.1)	
	(VTC/VTT)		
J	Media	Central VI product distribution.	ASD(PA)
	Distributio	(Naval Media Center Only)	
	n		
K	VI Training	Formal VI training for Navy personnel.	ASD(PA)
		(CNET Authorized Only)	
L	VI	Staff , Major Claimant or activity VI	(N09C4)
	Management	Management Office(r) (VIMO) functions.	
M	VI	Includes all functions of Type "D"	ASD(PA)
	Production	activities plus production and	
	(Category	reproduction of Categories 1, 2, 3 &	
	4)	4 VI productions.	
N	VI	Commercial contracting for VI	ASD(PA)
	Production	productions to include the Category 2	
	Contracting	, 3, and 4 purchase, lease or rental	
		of commercial off-the-shelf VI	
		productions.	
		(Naval Media Center Only)	

TABLE 1-1